

**SECRET**

DD/S REGISTRY  
FILE *Q + m 6*  
DD/S 69-2357

21 MAY 1969

MEMORANDUM FOR: Director of Communications

25X1 ATTENTION : Mr.  Historical Officer

Tom:

I have looked over your handbook on procedures for writing the Office of Communications history, and it would certainly seem to offer considerable help to your various writers.

There are one or two things that I might point out:

Page 5

The original and one copy should be forwarded through the Chairman/Support Services Historical Officer (right now in room 7D02 Hqs.) for binding and recording. The reference to the "DD/S Historical Staff" in Key Building must refer to the Director's Historical Staff. On the same page in paragraph 4 you might also wish to add a comment as to the Office responsibility to not only determine the classification of its historical papers but also to place any distribution restrictions (due to the sensitivity of contents) on the paper.

Page 7

In paragraph 2, your title page should also include a line for the signature of the Director of Communications as the "approving" officer.

*151*

Chairman  
Support Services Historical Board

SOS/DDS:RBW:dik (21 May 69)

Distribution:

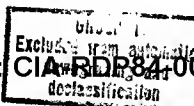
Orig & 1 - Adse

1 - DD/S Subject w/cy of handbook

1 - DD/S Chrono

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

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# OFFICIAL ROUTING SLIP

25X1

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED] SA-DD/S 7D02 HQS	5-19-69	RBU
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

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FOLD HERE TO RETURN TO SENDER

FROM NAME ADDRESS AND PHONE NO.	DATE
Mr. [REDACTED] EXA-OC, 2D00 HQS,	4/25/69